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PART I

IMPORTANT GOVERNMENT ORDERS

FINANCE SECRETARIAT

Issues orders *re.* conversion of the Kudligi Sub-treasury into a Banking one in Bellary District.

READ.—

(1) Copy of letter No, RBAg/8897, dated 9th December 1968 of the General Manager, State Bank of Mysore, Bangalore, addressed to the Chief Officer, Subsidiary Banks Section, State Bank of India, Bombay-1.

(2) Copy of letter Cy. No. 3572/93(3)-G-68/69, dated 11th January 1969 addressed to the Chief Officer, State Bank of India, Subsidiary Banks Section, Central Office, Bombay, by the Chief Accountant, Reserve Bank of India, Central Office, Department of Accounts and Expenditure, Bombay.

PREAMBLE.—

The General Manager, State Bank of Mysore, has stated that a branch has been proposed to be opened at Kudligi and has requested Government to arrange for issue of orders regarding the conversion of the Kudligi sub-treasury into a banking one. The Reserve Bank of India has also agreed to the proposal for the establishment of a currency chest at the branch and requested Government to issue necessary orders for transfer of currency chest and cash business of the Sub-treasury, Kudligi, to the branch of the State Bank of Mysore at the Centre.

ORDER No. FD 48 RBC 68, BANGALORE, DATED THE 27TH JANUARY 1969.

Sanction is hereby accorded to the conversion of the Sub-treasury, Kudligi, into a Banking one and to the transfer of currency chest and cash transactions of the Sub-treasury to the local branch of the State Bank of Mysore. The actual date of transfer of cash work will be notified by the District Treasury Officer, Bellary, in consultation with the State Bank of Mysore, Bangalore. That date will hereafter be referred to as the 'appointed date'.

2. The special steps to be taken on the eve of conversion of the Sub-treasury into a Banking one and the classes of cash transactions to be taken over by the Bank are detailed in Annexure 'A' to this Order.

3. On and after the 'appointed date', the branch of the Bank will conduct the cash business of the Sub-treasury and render daily accounts to the Sub-treasury Officer, Kudligi, in the manner laid down in the rules in the Mysore Treasury Code and in the compilation of the Central Treasury Rules.

4. For the conduct of the cash transactions that will continue to be handled at the Sub-treasury, a permanent advance of Rs. 200 (Rupees two hundred only) is sanctioned. The amount may be drawn by the Sub-treasury Officer, Kudligi, from the Bank on a simple receipt. The expenditure out of the imprest should be recouped daily, the connected receipts, if any, being remitted to the Bank and the amount paid being drawn from the Bank, separately, for each class of transaction.

Should a demand be presented at the Sub-treasury which cannot be met out of the balance of the permanent advance, the Sub-treasury Officer, Kudligi, may draw the extra amount required from the Bank on a payee's receipt indicating the purpose for which money is required and furnishing a pay order thereon.

5. The normal cash balance fixed for the Sub-treasury should be treated as withdrawn with effect from the appointed date, and the normal balance fixed for the District as a whole reduced correspondingly.

6. The District Treasury Officer and Sub-treasury Officer should follow strictly any instructions that the Accountant General may issue in the matter.

7. The Police Guards required for guarding the chest in the Bank premises may be provided by the Inspector General of Police, if required by the Bank under the usual terms.

8. The District Treasury Officer, Bellary, is requested to make adequate arrangements to effect the transfer on the appointed date under report to Government in the Finance Department as well as to the Director of Treasuries. He is also requested to see that the changes effected smoothly and maximum convenience and guidance are afforded to other Departments and the general public in the first few days to obviate inconvenience to them.

9. The District Treasury Officer, Bellary, is also requested to depute the official experienced in Banking Treasury work to the Sub-treasury for about a week to enable the staff to become familiar with the new arrangements.

10. New forms and registers required at the Sub-treasury for immediate use should be spared from the District Treasury and an indent placed with the Director, Government Printing and Stationery, for future supply.

By Order and in the name of the Governor of Mysore,

N. S. BHARATH,
Budget Officer and Ex-Officio
Deputy Secretary to Government,
Finance Department.

ANNEXURE 'A'.

1. The contents of the currency chest should be actually verified by a detailed count in the presence of the Sub-treasury Officer and the Agent, State Bank of Mysore, at the place at the time of transfer. For this purpose, the Agent and his staff will commence counting and examination of the current notes a week in advance of the date of transfer of cash work to the Branch to enable the Bank staff to complete the detailed check effectively before finally taking over the currency chest balance on the appointed date. Pending completion of the taking over, the currency notes which have been examined and counted will be retained in the boxes locked by the Agent and the Head Cashier of the Branch of the State Bank of Mysore inside the Sub-Treasury strong room. The checked notes will thus be in the joint custody of both the Bank and Sub-treasury Officer, until the entire chest balance is checked and taken over by the Bank. The correctness of the balance handed and taken over should be certified in the form given below by the Tahsildar and the Agent the Branch of State Bank of Mysore. The certificates will be drawn in quadruplicate one copy of which will be furnished to the Currency Officer of the Reserve Bank of India, Bangalore, another copy to the Government in the Finance Department, the third copy to the local Head Office of the State Bank of Mysore, Bangalore, and the fourth to the Treasury Officer of the District.

CERTIFICATE

"Certified that the balance in the currency chest of the Sub-treasury on..... aggregated to Rs... .....(Rupees in words).....and that this amount has been ascertained by detailed actual count by us of the contents of the chest and that this amount has been taken over by the Agent of the Branch of the State Bank of Mysore at the Sub-treasury on behalf of the State Bank of Mysore.

Tahsildar.

Place.....

Agent,

Date.....

Branch of State Bank of Mysore."

The Currency Officer, Bangalore, after verifying the certified Currency Chest balance with the entries in his books will send a confirmatory certificate as to the correctness of the balance to the District Treasury Officer concerned, Sub-treasury Officer of the place and the local Agent of the State Bank of Mysore endorsing copies of it to the Government in Finance Department and to the Head Office of the State Bank of Mysore, Bangalore.

After the close of the business of the day previous to the appointed day, that part of the Cash Balance in the Sub-treasury consisting of currency notes and whole rupees should be paid by the Sub-treasury Officer into the currency chest to the maximum extent, practicable. The residual currency notes and whole rupees as well as small coins should be counted in detail and remitted to the Bank on the appointed day under a separate challan. The Bank will credit the amount as a receipt from Government in the accounts of the day under the head "Local Cash Remittances". A report of the Treasury balance so credited signed by the officers concerned should be forwarded to the Government in the Finance Department and the local Head Office of the State Bank of Mysore.

2 Pensioners will be paid their pension at the Bank on Pay Orders issued by the Sub-treasury Officer.

3. Taxes and fees on motor vehicles hitherto collected at the Treasury will on and after the 'appointed date' be collected at the Bank direct. The licenses, etc., will be issued by the authorities concerned as usual on surrender of the challan receipted by the Bank and after verification of the credit for the taxes or fees paid in the Treasury Accounts.

4 General, Court-fee, and other non-postal stamps will be issued at the Treasury itself even after the 'appointed date' on production of receipted challans from the Agency Bank and after verification of credit.

5. Cases, where remittances into and drawal from the Bank may be arranged directly without obtaining an authorisation from the Treasury Officer are specified in Annexure 'B'. In other cases, the documents on which money is presented or payment claimed at the Bank should have the authorisation of the Sub-treasury Officer. The challans or bills so authorised, if not presented to the Bank within ten days of their authorisation, require revalidation by the Treasury Officer.

6. The prescribed form of challan alone should be used for all remittances into the Bank. The forms will be supplied by the Sub-treasury.

7. Cheques on Banks received by Government Officers in payment of Central or State Government dues or in settlement of other Government transactions should be remitted to the Bank direct. Such cheques should be endorsed in favour of the Bank in all cases. Form M. F. C. 3 (Bank) itself may be used as challan in such cases. Pending realisation of the amounts thereof a receipt or token for the cheque only will be given by the Bank in the first instance. The final receipt will be delivered to the parties by the Bank soon after the cheques are cleared.

There will be a daily clearance of cheques accepted and the transactions will be included in the daily account rendered to the Sub-treasury after the cheques have been cleared.

Note.—The Bank reserves to itself the right to refuse to accept cheque, the collection of which in its opinion, cannot reasonably be undertaken and which it would not accept on behalf of its own constituents.

8. Cheques drawn by Government Officers for drawing funds from the Bank should be addressed to the Bank and not to the Sub-treasury Officer. Such cheques are negotiable. Until new cheque forms are printed, the required correction may be made in the existing forms in manuscript or rubber stamp. Such alterations do not require attestation. Cheque books will not be supplied by the Bank. They will be supplied by the Sub-treasury, as at present.

Note.—Cheques issued by such Officers on the Sub-treasury previously and remaining unpaid on the 'appointed date' will be cashed at the Bank direct subject to the rules of currency, etc. The information required by the Bank in this behalf will be furnished by the Sub-treasury as indicated at para 10 *infra*.

9. The Sub-treasury Officer will arrange to forward to the Bank one week in advance of the 'appointed date', the specimen signature of the Government Officers authorised to operate on the P. D. and other accounts at the Sub-treasury. Copies of standing instructions, if any, in the assignment, drawing or P. D. accounts, together with the correspondence pertaining to stopped cheques, etc., should also be forwarded to the Bank on or before the 'appointed date'.

10. All officers drawing cheques on the Bank should furnish to the Bank, on the 'appointed date', a list of their cheques issued prior to the 'appointed date' and outstanding payment on that date by obtaining the necessary information from the Sub-treasury.

11. Monthly pay bills of Government officers and offices should be presented at the Sub-treasury for scrutiny three days in advance invariably as prescribed in Article 80, Mysore Financial Code, 1958. Such pay bills with the Pay Order of the Sub-treasury Officer on the Bank will be delivered on the last working day. Bills presented for passing should be merely signed without receipting the contents, which should be done only after the bill is received back from the Sub-treasury with pay orders and before presentation at the Bank."

ANNEXURE 'B'.

Transactions in respect of which the challans, cheques or refund orders need not pass through the Sub-treasury Officers, before presentation at the Bank :—

Payments into the Bank.

1. Remittances of Sales-tax in the special forms prescribed.
2. Do Forest Revenue.
3. Do Civil and Criminal Courts Deposits.
4. Do Fees, Fines, etc., by Criminal Courts.
5. Do Food Depots.
6. Do Income-tax Revenues.
7. Do Union Excise Duties.
8. Do Life Insurance Premia relating to Government Insurance Department.
9. Do Into Personal Deposit Accounts kept at the Bank.
10. Do Other items on challans which have been signed or attested by the Departmental Officer on whose behalf the moneys are credited.
11. Do Amounts on special printed forms of challans.
12. Do Land Revenue, Excise, Muzrai and Village Panchayat.

Drawal from the Bank.

1. Cheques drawn by Government Officers on Personal Deposit Accounts kept at the Bank.
2. Cheques drawn by the Officers of the Judicial Department against Personal Ledger Accounts.
3. Cheques drawn by Public Works Department.
4. Cheques drawn by Forest Department.
5. Cheques drawn by Government Commercial Undertakings.
6. Cheques drawn by Government Insurance Department.
7. Cheques drawn by the Chief Accounts Officer, Mysore State Electricity Board.
8. Cheques drawn by the Bursar, Mysore University.
9. Refund orders of the Income-tax Department.
10. Cheques of the Postal Department.
11. Cheques of the Defence Department.
12. Refund orders of the Sales-tax Department.